

## SES PROVIDER CODE OF ETHICS

By checking the box beside each of these Ethics and submitting this document, I certify that I have read and understand each of the following statements, agree to be held accountable for the content of each of the following statements, and understand that the Michigan Department of Education (MDE) may invoke disciplinary action at any time, up to and including removal from the approved list, based upon evidence that I have violated any of these Ethics.

- ☐ Providers must accurately and completely describe services to consumers in terms that are easy to understand. Reading level for informational materials should be no higher than eighth grade.
- ☐ Providers must create and use promotional materials and advertisements that are free from deception.
- ☐ Providers must not misrepresent to anyone the location of a provider's program or the approval status of a program.
- ☐ Providers must not publicly criticize or disparage other providers.
- ☐ Providers must comply with each district's enrollment procedures.
- ☐ Providers must maintain a system of addressing consumer grievances and concerns and must immediately report any grievances to both the district and MDE.
- ☐ Providers must not compensate district employees in exchange for access to facilities, registration, to obtain student lists, or to encourage any district employee to violate district policies or procedure including conflict of interest.
- ☐ School personnel may be hired for instructional purposes only.
- ☐ Providers must not make payments or in-kind contributions to a district, exclusive of customary fees for facility utilization or transportation.
- ☐ Before or during the registration period, providers must not distribute any objects (such as gift cards, money, pencils, balloons, candy, frisbees, tote bags, etc.) to parents or students. Informational program materials should be printed on paper.
- ☐ Before or during the registration period, providers must not verbally or non-verbally promise or reference any objects or rewards that will be provided upon registration, program completion or as student rewards during the provision of services.

- ☐ Informational program materials, including the 150 word program summary, must not verbally or non-verbally promise or reference any objects or rewards that will be provided upon registration, program completion or as student rewards during the provision of services.
- ☐ During the provision of SES, providers may not exceed a total of \$20.00 per student annually for rewards. These rewards may not be identified in any written informational material or identified verbally to parents until AFTER enrollment. This includes computers.
- ☐ Providers must not encourage or induce students or parents to switch providers once enrolled without approval by the district.
- ☐ Providers must not attempt to influence or bias parents when performing an evaluation of the provider's services and achievement of the student's individualized learning goals.
- ☐ Providers must serve substantially all students registered and immediately communicate to the district any students who cannot be served or who drop out of the program.
- ☐ Providers must not engage in false advertising about other providers' programs.
- ☐ Providers must not charge districts more than the maximum hourly rate identified in the application nor charge districts any additional fees.